

YOUR COUNTY MUTUAL AID

“A.L.E.R.T” GUIDELINE

MUTUAL AID:

The purpose of this mutual aid guideline is to detail the method for responding to or for requesting emergency and non-emergency police mutual aid assistance. **YOUR COUNTY** Police Agencies will continuously strive to establish and sustain efficient liaisons and clear channels of communication and assistance for each respective agency.

Courtesy, tact, and diplomacy will be the established methods of operations and response.

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I. AUTHORITY

The authority to render and receive police mutual aid exists statewide via Title 24, Section 1938. Participation needs to be approved and authorized by each police department’s governmental oversight person or board to take part in the intermunicipal police services noted within this guideline.

II. PRIOR AGREEMENT REQUIRED

- A. Police agencies who are parties to this agreement will render and receive police mutual aid in accordance with a signed agreement made by those communities.
- B. The same police agencies also agree to avoid changing the benefits normally provided to their employees who render mutual aid assistance.

III. NOTIFICATION AND REPORT REQUIRED

- A. Whenever mutual aid is required by any of the participating communities, an incident will be generated within the requesting agency’s records management system to document such request.
- B. Documentation of the officers responding as well as the units and equipment sent will be accomplished by each agency responding.

- C. When taking law enforcement actions at the emergency site, including use of force, officers shall adhere to their agency policies and procedures. They shall use only those weapons and tactics for which they are qualified and authorized to use by the host agency (see Appendix B).
- D. Responding officers shall regularly update their communication section concerning the continued status of the emergency, line-of-duty injuries, or need for relief by phone whenever possible.
- E. Responding officers will document their action(s) in the appropriate police report.
- F. The Incident Commander will complete a report of the incident that includes detailed accounts of personnel, equipment, use of force, expenses and complete an after action review.

IV. GUIDELINES FOR DISPATCHING MUTUAL AID TO OTHER COMMUNITIES

- A. The mutual aid request can be activated whenever a situation or potential situation requires a concentration of personnel or special equipment that exceeds the normal on duty capacity of the requesting police department.
- B. The supervisor or highest-ranking officer on duty or designee must be the person making the request to activate the mutual aid "A.L.E.R.T." (Activate Law Enforcement Response Teams).
- C. The designated dispatching agency will be responsible for communicating the necessary information to the responding agencies in order to safeguard their approach to the scene of the incident.
- D. The receiving police agency will be responsible for arrests and detentions in their jurisdiction, unless circumstances dictate otherwise.

V. EMERGENCY RESPONSE

- A. An emergency response is authorized whenever a participating agency requires immediate aid for police services as outlined in the alert code system.
- B. Responding officers will use the applicable emergency equipment necessary, while exercising due care for the general public and themselves.
- C. Responding officers will notify both their agency and the agency, or designated communication center, that is requesting aid of their arrival to the area dispatched to.

VI. NON-EMERGENCY RESPONSE

- A. The Chief Executive Officer or designee will determine their agencies response based on the information available at the time of the request on a case-by-case basis.
- B. A request is authorized in anticipation of a situation that has the potential to develop into an emergency or a hazardous situation.
- C. Examples of anticipatory "Non-emergency" response may be a police agency having knowledge of a protest with intelligence pointing to violence or disruption or large celebratory event that follows a violent celebratory event or other like situations that have occurred in the past that evolved into an

emergency or hazardous situation that would normally require added police presence or resources to maintain public safety.

VII. RECEIVING MUTUAL AID

- A. Emergency Mutual Aid will be rendered immediately when possible and to the degree required to take immediate control of the situation.
- B. The Chief Executive Officer (CEO) or designee will coordinate non-emergency mutual aid.
- C. Responding officers will guide themselves under the leadership of the Incident Commander, or designee.

VIII. POLICE MUTUAL AID OUTSIDE YOUR COUNTY

- A. The Incident Commander, The Chief Executive Officer (CEO) or designee can call upon mutual aid outside YOUR COUNTY whenever county resources are getting exhausted or additional resources or specialty skills are needed.
- B. An officer from the Inter-agency commanders or designee will be assigned to coordinate the additional help being rendered by officers responding from outside the county.

IX. FEDERAL MUTUAL AID

- A. The Incident Commander, the Chief Executive Officer (CEO) or designee can call upon mutual aid from agencies from the Federal Government like the Office of Homeland Security, FBI, Border Patrol, Custom or Immigration without calling upon the Governor's Office for assistance.
- B. If civil unrest or emergency requires National Guard activation, the Incident Commander, The Chief Executive Officer (CEO) or designee can request their help by utilizing the appropriate state and municipal protocol for doing so.

YOUR COUNTY

POLICE MUTUAL AID "A.L.E.R.T." (Activate Law Enforcement Response Teams) Contact list 03-01-06

| DEPARTMENT REQUESTING ASSISTANCE | <u>LEVEL ONE ALERT</u> | | <u>LEVEL TWO ALERT</u> | <u>LEVEL THREE ALERT</u> | | | | | | | | | | <u>Level Four ALERT</u> |
|------------------------------------|------------------------|-----------|------------------------|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--|
| <u>DEPARTMENT Name & Phone</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>Mutual Aid from outside your county</u> |
| <u>DEPARTMENT Name & Phone</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | |
| <u>DEPARTMENT Name & Phone</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | |
| <u>DEPARTMENT Name & Phone</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | |
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| <u>DEPARTMENT Name & Phone</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | |
| <u>DEPARTMENT Name & Phone</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | <u>PD</u> | |

APPENDIX B

JURISDICTIONAL CONDITIONS

| Jurisdiction | Condition(s) |
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